

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Safety and Health	Policy No. 9006.00
Category:	Employment Policy Manual	Date Adopted: 02/12/2021 Date Revised:
Reference:		

Policy:

- 1.1. The purpose of the Safety and Health policy is to maintain and ensure a safe and healthful environment for all team members, clients, and visitors at Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) facilities at all times.
- 1.2. This policy contains procedures and information about the Great Rivers BH-ASO safety and emergency action plan, and provides guidelines for dealing with issues that may occur at Great Rivers BH-ASO. Questions about this policy should be directed to the Chief Executive Director (CED) or Human Resources (HR).

Employer Responsibilities:

- 2.1. Providing a safe and healthy work environment, free from recognized hazards;
- 2.2. Ensure that incidents are fully investigated and that steps are taken to prevent hazardous conditions/behaviors from occurring in the future;
- 2.3. Develop procedures for emergency situations;
- 2.4. Provide safety and health training for Team Members.

Team Member Responsibilities:

- 3.1. Complete Great Rivers BH-ASO safety and health training as assigned;
- 3.2. Follow Great Rivers BH-ASO safety policies and procedures;
- 3.3. Report unsafe conditions, violations of policy/procedures, or injuries to your supervisor (or another leader if your supervisor is not available) promptly;
- 3.4. Make suggestions for changes you believe will improve safety and health to the CED, or HR.

Procedures

- 4.1. Restricted Access and Lockdowns
 - 4.1.1. CED, or designee, may restrict access to buildings when threats are reported or are being investigated.
 - 4.1.2. Public Access Restricted

4.1.2.1. Exterior doors will be locked, but team members with keys may still gain access to the building.

4.1.2.2. Be vigilant for people who try to enter behind you.

4.1.2.3. Conduct business as usual inside the building.

4.1.3. All Access Restricted

4.1.3.1. Exterior doors will be locked, and no one should enter.

4.1.3.2. Do not let anyone in, even fellow team members.

4.1.3.3. If you are outside the building, go to a safe location away from the building and alert your supervisor and/or coworkers at your location.

4.1.4. Complete Lockdown

4.1.4.1. A semi-secure starting point from which you will make survival decisions during an active shooter situation, or any other situation where shelter in place protocol would be appropriate.

4.1.4.2. See section 4.6 on active shooter situations.

4.2. Building Evacuation Plan

4.2.1. General Evacuation Procedure

4.2.1.1. For emergency assistance call 911.

4.2.1.2. DO NOT USE THE ELEVATOR.

4.2.1.3. Evacuate the building upon hearing there is an emergency/disaster situation in progress.

4.2.1.4. Evacuate through the nearest exit, proceed to the designated assembly area, and report to supervisor or designee.

4.2.1.5. Supervisors or their designees will account for all team members in their area.

4.2.1.6. When exiting, team members should remain at a safe distance from the building, to avoid injury in the event of breaking glass or explosion.

4.2.1.7. Wait for instruction from the CED, or designee.

4.2.1.8. DO NOT re-enter the building or work area until given the "All Clear" notification.

4.2.1.9. DO NOT leave the area without notifying your supervisor or designee.

4.2.1.10. Visitors should remain with their host team members.

4.3. Fire Plan

4.3.1. If there is a fire in your work area or building:

- 4.3.1.1. If you encounter a fire, pull fire alarm (if available at your location) and notify others in the immediate area by yelling "FIRE".
- 4.3.1.2. BEFORE you attempt to extinguish a fire, you still MUST pull the fire alarm first (if available at your location).
- 4.3.1.3. If the fire is contained in a small easily accessible area, you may elect to extinguish small fires with one of the fire extinguishers in the building. Employees must exercise extreme caution to avoid injury when trying to extinguish a fire.
- 4.3.1.4. Fire extinguishers (Type ABC) are located on each floor and noted on the floor maps. Familiarize yourself with the locations of fire extinguishers and fire alarms.
- 4.3.1.5. If you or others are in danger from fire or smoke, do not try to extinguish the fire, immediately evacuate to a safe area, and call 911.
- 4.3.1.6. When a fire alarms sounds, evacuate the building immediately and proceed to your designated assembly area.

4.4. Earthquake

4.4.1. If there is an earthquake, all team members should **DROP, COVER, AND HOLD!**

4.4.2. In MOST situations, you will reduce your chance of injury if you:

- 4.4.2.1. **DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- 4.4.2.2. **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- 4.4.2.3. **HOLD** onto your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

4.4.3. Where you are, protect yourself! You may be in a situation where you cannot find shelter beneath furniture (or low against a wall, with your arms covering your head and neck). It is important to think about what you will do to protect yourself wherever you are.

4.4.3.1. Inside the building:

- 4.4.3.1.1. Drop under the nearest sturdy object, hold onto it, and cover your head until the shaking stops.
- 4.4.3.1.2. Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- 4.4.3.1.3. Stay under cover until the shaking stops. Aftershocks can cause additional damage.
- 4.4.3.1.4. DO NOT LEAVE THE BUILDING until Emergency Coordinators give the "All Clear" signal.
- 4.4.3.1.5. If you become trapped in the building, yell to attract the attention of emergency response personnel.
- 4.4.3.1.6. Proceed to the Emergency Assembly Area, if safe, or proceed to a pre-designated alternate assembly area. Once there, check-in with your supervisor/designee or Emergency Coordinator.

4.5. Bomb Threat Procedure

4.5.1. Telephone Bomb Threat

- 4.5.1.1. Call 911 as soon as possible.
- 4.5.1.2. If you receive a telephone bomb threat remain calm and try to write down as much of the follow information as possible:
 - 4.5.1.2.1. What does the bomb look like?
 - 4.5.1.2.2. When will it explode?
 - 4.5.1.2.3. Where is it right now?
 - 4.5.1.2.4. What kind of bomb is it?
 - 4.5.1.2.5. Where did you leave it?
 - 4.5.1.2.6. Did you place the bomb?
 - 4.5.1.2.7. Who is the target?
 - 4.5.1.2.8. Why did you plant it?
 - 4.5.1.2.9. What is your name?
 - 4.5.1.2.10. What is your address?
- 4.5.1.3. Observe the callers:
 - 4.5.1.3.1. Speech patterns (accent, tone)

- 4.5.1.3.2. Emotional state (angry, agitated, calm, etc.)
- 4.5.1.3.3. Background noise (traffic, people talking, music, etc.)
- 4.5.1.3.4. Estimated age and gender
- 4.5.1.4. Record:
 - 4.5.1.4.1. Date of call
 - 4.5.1.4.2. Time of call
- 4.5.1.5. Evacuate the building per General Evacuation Procedures if told to do so by emergency responders.
 - 4.5.1.5.1. Take personal belongings.
 - 4.5.1.5.2. DO NOT turn light switches on or off.
- 4.5.2. Mail or Package Bomb: A suspicious looking box, package, object, or container in or near your work area may be a bomb or explosive material.
 - 4.5.2.1. Team members should:
 - 4.5.2.1.1. Not handle or touch the object.
 - 4.5.2.1.2. Move to a safe area and call 911.
 - 4.5.2.1.3. Not operate any power switches or activate the fire alarm (if available at your location).
 - 4.5.2.1.4. Stay away from windows.
 - 4.5.2.1.5. Leave the building if directed to do so by emergency responders or supervisor/designee.
 - 4.5.2.2. The following are signs of a potential mail bomb:
 - 4.5.2.2.1. Foreign mail, air mail, or special delivery
 - 4.5.2.2.2. Restrictive markings such as "confidential" and "personal"
 - 4.5.2.2.3. Excessive postage
 - 4.5.2.2.4. Handwritten or poorly typed addresses
 - 4.5.2.2.5. Incorrect titles
 - 4.5.2.2.6. Titles with no names
 - 4.5.2.2.7. Misspellings of common words

- 4.5.2.2.8. Oily stains or discoloration
- 4.5.2.2.9. No return addresses
- 4.5.2.2.10. Excessive weight
- 4.5.2.2.11. Lopsided or uneven envelope
- 4.5.2.2.12. Protruding wire or tin foil
- 4.5.2.2.13. Excessive securing material such as masking or duct tape or string

4.6. Active Shooter

- 4.6.1. An active shooter is an individual who is actively attempting to kill or harm people in a confined and largely occupied area.
- 4.6.2. Active shooter incidents are random, irregular, and do not occur at expected times. The immediate response of Law Enforcement is required to stop the threat and minimize harm to victims.
- 4.6.3. Active Shooter incidents often stop with 15 minutes, before Law Enforcement arrives on scene. Team members must prepare themselves to deal with this type of emergency.
- 4.6.4. Keys for Dealing with an Active Shooter Emergency
 - 4.6.4.1. Be mindful of your area and any possible dangers.
 - 4.6.4.2. Locate the two nearest exits in all buildings you visit.
- 4.6.5. **HOW TO RESPOND:**
 - 4.6.5.1. **ALERT** – This can be anything that indicates an Active Shooter, such as:
 - 4.6.5.1.1. Gunfire
 - 4.6.5.1.2. Witness
 - 4.6.5.1.3. Phone alert
 - 4.6.5.1.4. Individuals screaming
 - 4.6.5.1.5. Individual fleeing from an area
 - 4.6.5.2. You **MUST REACT IMMEDIATELY** when you become aware an Active Shooter. If you are unprepared, your instinct will be disbelief. If you are of the mindset “that will never happen here,” then you are already a victim. Be prepared to react.

- 4.6.5.3. **COMPLETE LOCKDOWN** – This is a semi-secure starting point from which you will make survival decisions. Lockdown does not mean hide. Lockdown may look like:
- 4.6.5.3.1. Lock the door if possible.
 - 4.6.5.3.2. Cover any windows in the door if possible.
 - 4.6.5.3.3. Tie down the door closed, if possible, using belts, purse straps, shoelaces, etc.
 - 4.6.5.3.4. Barricade the door with anything available (desks, chairs, cabinets, etc.).
 - 4.6.5.3.5. Look for alternate escape routes (windows, other doors).
 - 4.6.5.3.6. Activate a Duress/Panic Button if one is available.
 - 4.6.5.3.7. Consider cover vs. concealment.
 - 4.6.5.3.7.1. Concealment will hide you from the shooter. (Desks or overturned tables).
 - 4.6.5.3.7.2. Cover will not only hide you but will protect you from gunfire (brick/masonry walls, solid steel doors, large machinery).
 - 4.6.5.3.8. Call 911 and provide any information you have, including, but not limited to:
 - 4.6.5.3.8.1. Location of the active shooter.
 - 4.6.5.3.8.2. Number of shooters, if more than one.
 - 4.6.5.3.8.3. Physical description of shooter(s).
 - 4.6.5.3.8.4. Number and type of weapons held by the shooter(s).
 - 4.6.5.3.8.5. Number of potential victims at the location.
 - 4.6.5.3.9. Move out of the doorway in case gunfire comes through the door. It also puts you in a position to surprise the active shooter should they enter the room.
 - 4.6.5.3.10. Silence all cell phones.
 - 4.6.5.3.11. Once secured, do not open the door unless you are planning to evacuate.

4.6.5.3.12. Find weapons of opportunity (coffee cups, chairs, books, pens, scissors, keys, etc.) and mentally prepare to defend yourself or others.

4.6.5.4. **INFORM** – Using any viable means to share real time information with others. This information can be used by people in the area or who may come into it to make common sense decisions.

4.6.5.4.1. Information must be given in plain language.

4.6.5.4.2. Who, what, where, when, and how information.

4.6.5.4.3. Utilize Mass Notification System (such as all Team Member email) as soon as possible.

4.6.5.5. **COUNTER** – This is the use of simple, proactive techniques should you be confronted by the Active Shooter. Attacking the shooter is never a good option, but it may be the best option available and may save your life.

4.6.5.5.1. Anything can be used as a weapon.

4.6.5.5.2. Throw things at the shooter's head to disrupt their aim.

4.6.5.5.2.1. Even if you have not locked down, you have items at your disposal that could be used to disrupt the shooter.

4.6.5.5.2.2. Think about what is on your person: shoes, cell phones, watches, coats/jackets, car keys, etc.

4.6.5.5.3. Create as much noise as possible.

4.6.5.5.4. Attack in a group (swarm).

4.6.5.5.5. Do not stop attacking until the shooter is no longer a threat.

4.6.5.5.6. Fight dirty, your life depends on it. Bite, kick, scratch, gouge eyes, etc.

4.6.5.5.7. If you have control of the shooter, call 911 and report your location. Stay on the phone and follow all directions until Law Enforcement arrives on scene.

4.6.5.5.8. **COMMIT TO YOUR ACTIONS.** Do not hesitate.

4.6.5.6. **EVACUTE** – Remove yourself from the danger zone as quickly as possible. **THIS IS THE PREFERRED OPTION IF IT IS AVAILABLE TO YOU.**

4.6.5.6.1. Decide if you can safely evacuate.

- 4.6.5.6.2. Run in a zig-zag pattern as fast as you can.
- 4.6.5.6.3. Do not stop running until you are far away from the area.
- 4.6.5.6.4. Bring a few things with you to throw in case you encounter the active shooter.
- 4.6.5.6.5. Break out windows from the top and attempt to quickly clear glass from the frame.
- 4.6.5.6.6. DO NOT drive from the area.
- 4.6.5.6.7. Once you have evacuated, contact 911 immediately and inform those who are attempting to enter the building of the situation. You should immediately report to the designated assembly area and inform your supervisor of your whereabouts if it is safe to do so.

4.6.5.7. **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:**

- 4.6.5.7.1. Remain calm and follow instructions.
- 4.6.5.7.2. Put down any items in your hands, raise your hands, and always keep them visible.
- 4.6.5.7.3. Avoid quick movements.
- 4.6.5.7.4. Avoid screaming or yelling.
- 4.6.5.7.5. Do not ask officers for help or directions. Proceed in the direction of officers entering the building.
- 4.6.5.7.6. If you come into possession of a weapon, do *NOT* carry, or brandish it. Police may think you are the Active Shooter. If you come across Police, calmly tell them where you saw a weapon. **FOLLOW THEIR COMMANDS EVEN IF YOU ARE NOT DOING ANYTHING WRONG OR ARE HELPING THE SITUATION.**

4.6.5.8. The first officers on the scene will not stop to help injured persons. Emergency Rescue Teams will treat and remove any injured persons. They may also ask for assistance in removing the wounded from the building.

4.6.5.9. **INFORMATION FOR LAW ENFORCEMENT:**

- 4.6.5.9.1. Location of the shooter.
- 4.6.5.9.2. Number of shooters, if more than one.
- 4.6.5.9.3. Physical description of shooters.
- 4.6.5.9.4. Number of potential victims in the building.

4.6.6. If there is an **ACTIVE SHOOTER IN THE COMMUNITY**, close in proximity to Great Rivers BH-ASO's facility, follow instructions from the CED, or designee.

4.7. Medical Emergencies (Serious Injury or Illness)

4.7.1. Stay with the victim. Yell for help.

4.7.2. Quickly assess the situation.

4.7.3. Have someone call 911.

4.7.4. When making the emergency call state:

4.7.4.1. Where the emergency is: building, floor, and room.

4.7.4.2. The phone number from which you are calling.

4.7.4.3. What happened: fall, suspected heart attack, etc.

4.7.4.4. How many people need help.

4.7.4.5. Condition of the victim(s) and what is being done for them.

4.7.5. If possible, people current in CPR/First Aid should administer aid to the victim until medical help arrives.

4.7.6. If you encounter an injured person, call 911 and notify an Emergency Coordinator, supervisor, or CED:

4.7.6.1. Give the 911 dispatcher the building address, floor number, and instructions for response personnel to enter the building.

4.7.6.2. Meet the response personnel and escort them to the injured person.

4.7.7. All team members should complete and update an Emergency Contact Form. All information requested is confidential and used only during emergencies.

4.8. How and When to Report on the Job Inquiries

4.8.1. Should you become injured on the job, report the injury to your supervisor or have a coworker notify your supervisor immediately.

4.8.2. Report Team Member Personal Injury

4.8.2.1. The injured team member must report occupational injuries of a suspected work-related nature to the appropriate supervisor or other designated person within 24-hours of the accident.

4.8.2.2. Great Rivers BH-ASO Team Members who witness the accident should also report to the appropriate supervisor or other designated person within 24-hours of the accident.

4.8.3. An incident report must be completed at the time of the injury.

4.8.3.1. HR will conduct the injury investigation prior to signing the form and forwarding the form to the CED for review and signature.

- 4.8.3.2. The CED will treat the incident report as confidential and will not discuss details of the incident report, beyond general safety issues, with anyone other than the victim and HR.
- 4.8.3.3. A copy of the report will be given to the injured Team Member and their supervisor, as appropriate and applicable.
- 4.8.3.4. If the injured team member is not able to complete the incident report form, Great Rivers BH-ASO's CED or HR will be tasked to complete the form by the next business.
- 4.8.3.5. If a work-related injury occurs, the Team Member and their physician may complete an L&I claim. Injured Team Members are encouraged to visit the L&I website for current and useful information on L&I claims:
<http://www.lni.wa.gov>

4.9. Elevator Failure

- 4.9.1. If you are trapped in an elevator, use the emergency phone located inside the elevator. Follow any instructions given.
- 4.9.2. Push the alarm button located on the control panel to alert others in the building that you are in the elevator.

4.10. Hazardous Materials

- 4.10.1. The CED, or designee, maintains Material Safety Data Sheets (MSDS) Sheets for all chemicals used in the building. The Data Sheets are kept with the facilities MSDS Binder and are available for viewing.
- 4.10.2. Any hazardous spill will be reported to the CED or their designee.
- 4.10.3. When reporting a hazardous spill include the following information:
 - 4.10.3.1. Location of spill;
 - 4.10.3.2. Size of spill;
 - 4.10.3.3. If known, the name of the chemical spilled; and
 - 4.10.3.4. Need for First Aid and, if so, how many people are injured.
- 4.10.4. If the product is unknown or releasing toxic fumes or gasses and there is a threat to life, the CED, or designee, will initiate an evacuation of the affected areas. If necessary, the closest fire alarm may be utilized.

4.11. Power Outage Response Plan

- 4.11.1. If a Great Rivers BH-ASO facility experiences a power outage, team members will be contacted by the CED, or designee.
- 4.11.2. Team members should wait for instructions from the CED before leaving the work site.
- 4.11.3. Great Rivers BH-ASO CED will assess the power outage using available resources, such as checking the power company's website, and then decide about staff continuing to work in the facility.

4.12. Tsunami Plan

4.12.1. In the event of a tsunami warning, evacuate building and follow emergency response instructions and local tsunami evacuation route signs.

4.13. Workplace Violence Prevention Plan

4.13.1. Workplace violence is any verbal assault, threatening behavior, or physical assault occurring in or arising from the workplace. It includes physical assault or intimidation and psychological (*verbal and non-verbal*) threats or acts taken against a Team Member. This could be Team Member-to-Team Member violence, intimate partner violence, or external individual to Team Member violence.

4.13.2. Great Rivers BH-ASO is committed to Team Members' safety and health. All Team Members, supervisors and managers are responsible for using safe work practices; for following all directives and policies and procedures; for timely reporting of observed workplace violence incidents; and for maintaining a safe and secure work environment.

4.13.3. HR and CED should conduct ongoing assessments of their worksite. They will inspect the facility noting existing or potential hazards that could make team members vulnerable to workplace violence; track and analyze reports of violence at work; review team member input; and make recommendations for reducing the risk of workplace violence.

4.13.4. Pay attention to your surroundings and act as calmly as possible. Team Members and public safety is our primary goal. **Always put your own safety first.**

4.13.5. Be aware of people who are unkempt, angry, and belligerent or who appear to be under the influence of drugs or alcohol. Notify the CED immediately if you notice a person in such a condition in the area. The CED will determine what further action to take.

4.13.6. If you are personally threatened, **notify the CED as soon as possible.** The CED and you will make a joint decision if it is appropriate to call law enforcement. If you receive a threat directed at a team member, notify the CED immediately. The CED shall immediately notify the threatened team member. They will make a joint decision regarding the seriousness and validity of the threat and determine if law enforcement should be called.

4.13.7. Domestic Violence and the Workplace

4.13.7.1. Domestic violence is the actual or threatened physical, sexual, psychological, or economic abuse of an individual by someone with whom the individual has or has had an intimate relationship.

4.13.7.2. If safety in the office is a concern, team members who are victims of domestic violence may:

4.13.7.2.1. Submit a recent photograph of the abuser to the CED. The CED will provide the photo to Reception Desk to assist them in identifying the abuser if they appear in the office.

4.13.7.2.2. Obtain a protection order and provide it to the CED.

4.13.7.2.3. Ask for an escort to your vehicle.

4.13.7.3. The CED will make every reasonable effort to:

- 4.13.7.3.1. Take precautions, when circumstances are known, to prevent incidents of domestic violence involving team members at work sites.
- 4.13.7.3.2. Take measures to address the safety/security of the victim and other team members in the workplace.
- 4.13.7.3.3. Encourage any team member who is a victim of domestic violence to seek assistance.
- 4.13.7.3.4. Provide appropriate support and assistance to any victim of domestic violence.
- 4.13.7.3.5. Refer to the Employee Assistance Program (EAP), as appropriate.
- 4.13.7.3.6. Encourage any team member who is a perpetrator of domestic violence to seek assistance.

4.14. How to Report Unsafe Conditions and Practices

- 4.14.1. If you feel an area, work practice, or piece of equipment is unsafe or potentially hazardous, report the suspected problem to the CED. The CED will contact the proper personnel to ensure the problem is fixed or explain the reason the perceived problem meets safety standards.
- 4.14.2. Unsafe conditions and practices may also be submitted anonymously to the Great Rivers BH-ASO CED or HR.

Monitoring

- 5.1. This policy will be reviewed at least annually to ensure best practices are being followed for all events described above.
- 5.2. Changes will be made when a new best practice is found to better protect the safety and health of staff.
- 5.3. Great Rivers BH-ASO's CED and HR consultant will review incident reports for quality improvement at least annually. Reviews will occur more often if the frequency and intensity of incidents changes notably.

POLICY SIGNATURE

DocuSigned by:
Vickie L. Raines
2EC90B6F63204FC

Vickie Raines, Chair
Great Rivers BH-ASO Governing Board

2/17/2021

Date